



## CORRECTED MEETING MINUTES

### LASSEN COUNTY CHILDREN & FAMILIES COMMISSION

Thursday, May 2, 2002

Barry Creek Meeting Center

1345 Paul Bunyan Road, Suite B

Susanville, California 96130

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**Present:** Dave Jones, Jim Chapman, Yvonne O'Neill, Kathryn Fox, Betsy Elam, Patsy Jimenez, Karol Merten  
**Absent:** Jan Irvin, Bobby Malone  
**Staff:** Laura Roberts  
**Guests:** Jean Hodge, Janet Lasick, Robin from Family Support Office

1. **Welcome and Introductions :** Chairperson, Karol Merten, called the meeting to order at 1:45 p.m. Commissioners and visitors were welcomed.
2. **Minutes:** Commissioner Chapman moved that the minutes be approved as submitted. Commissioner Jimenez, seconded the motion. It was noted that action on a brochure was on the last agenda but not reflected in the meeting. No one had any recollection as to what transpired on that at the last meeting. It will need to be put back on the agenda. There was no further discussion and the motion to approve the minutes was unanimously approved.
3. **Fiscal Report :** SMIF was defined as Surplus Money Investment Fund. Total income for the fiscal year is \$571,893.76, net income is \$252,080.11, total expenses are \$319,813.65. There were no questions. Commissioner Elam moved that the report be accepted as presented, Commissioner Jones seconded the motion, the motion carried unanimously.

**Release of Additional Funds to C.A.R.E.S. Project:** Commissioner Elam moved that \$27,940 be released to Diversified Management for the C.A.R.E.S. Project. Commissioner O'Neill seconded the motion. There was no question. The motion carried unanimously.

**Authorization to reimburse for AmeriCorps Expenses:** Commission Staff, Laura Roberts explained that the AmeriCorps/VISTA Project would be starting on May 5,6,7 with training in Sacramento. Laura asked that the commission authorize expenditure of funds to cover any expenses not covered by AmeriCorps/VISTA. Commissioner Chapman moved that we authorize expenditures up to \$2,000 to pay bills for the project for the next few weeks. Commissioner Jones seconded the motion. There was no discussion. The motion carried unanimously. Commissioner Jimenez abstained from voting.

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**Authorization for reimbursement of expenses for Mental Health training:** It was determined that we don't need to act on this matter. The expenses of the mental health training for the child care providers are part of the mini grant for Mental Health and should be paid for from that grant. Diversified Management paid for facility fees and supplies for the training and should be reimbursed from the mini grant funds.

Commissioner Elam commented about how beneficial the training was and how many of the child care providers wanted more training of the same type. Commissioner Chapman commented that it was great to see that Prop 10 provided the impetus and funding for Mental Health to jump start their services for very young children. Commissioner Elam further commented that she hoped that participants would receive a certificate for attending the training. Commissioner Chapman added that the difficulties in obtaining services from Mental Health is not just unique to Lassen County, but it is apparent that it is a statewide issue. Commissioner Jones stated that he just came from a meeting in Chico, and it is confirmed that Lassen County's difficulties in the area of provision of mental health services are not unique – but counties statewide are experiencing the same or similar difficulties.

**Authorization to attend AmeriCorps Trainings:** Commissioner Chapman moved to allow Laura Roberts to attend the AmeriCorps/Vista trainings in May and June. Commissioner Jones seconded the motion. The motion carried unanimously. Any expenses should be covered in the previously approved \$2,000. Patsy abstained.

**Authorization to pay CCAFA Membership Dues:** Commissioner Jones moved that the dues be paid. Commissioner Elam seconded the motion. There was no discussion. The motion carried unanimously.

3. **Adoption of Revised Commission Bylaws:** Regarding changes proposed on page 3, Jim felt that we should remove the following sentence: "In the event that there are two commissioners absent from the same category, alternate members may fill the vacant positions with authority to vote, even though they will be representing a different category." Further, regarding changes proposed on page 4, Commissioner Chapman felt that we should be more lenient, and we should use the word "may" rather than "shall" in the leading sentence. Item 4 of Section 4 should be replaced with "If a member has 3 consecutive unexcused absences, the Commission may review the membership. It was recommended that the second

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paragraph be eliminated, and that “Upon notification by the Commission” be added to the front of the last paragraph. Commissioner Elam moved to accept the Bylaws as amended. Commissioner O’Neill seconded the motion. Under discussion, Commissioner O’Neill stated that the first sentence in Section 3 needed to have the word “year” added to it. There being no further discussion, the motion passed unanimously.

4. **Consideration of Proposal for Evaluation and Data Collection Software, Advanced Business Software :** Commissioner Elam asked if this software was of a type that the College would be interested in. Commissioner Merten asked about the fees. Commissioner Chapman moved that the proposal be accepted as presented. Commissioner Jones seconded the motion. Commissioner O’Neill posed questions regarding the user fees – can more than one person access the software from the user site with only one license. It was explained that one user license was equal to \$375.00 per month. More than one person can use the software at a site, but only one person at a time can use it for the single user license fee of \$375.00 per month. Commissioner Elam stated that the company commented in the presentation that they would give us a better price if we counter-offered. Commissioner Elam amended the motion to say that Laura Roberts has the authority to pay up to \$4,500 for the annual price of the software but we should counter offer and see if we can get it for less. The maker of the motion accepted the amendment to the motion. The motion carried unanimously.
5. **Brochure Printing :** Commissioner Elam moved that we authorize \$1,000 to get commission brochure’s printed. Commissioner Chapman seconded the motion. There was no discussion. The motion carried unanimously.
6. **Policy Regarding Mini Grants:** Consideration of changes in the mini grant policy was postponed until the June meeting.
7. **Updates:** There are 52 participants in the CARES project currently. Commissioner O’Neill said that she saw the C.A.R.E.S. Patrol on the road the other day. Commissioner Elam stated that she is very appreciative of the investment made in child care by the Commission.

**Mental Health Trainings:** Commissioner O’Neill reported on the mental Health trainings that were conducted for four days by the River Oaks Children’s Center. 25-30 participants attended on the first day of training in March. There were four additional days of training in April at which there were 35-40 in attendance. Mental health clinicians, case managers, school psychologists, public health nurses, and drug and alcohol employees attended. The quality of the material

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presented and the quality of the trainers was incredible. There was excellent communication between Head Start, Mental Health, Public Health, Schools, etc. All left with a much greater sense of team work and with a special appreciation for the difficulty of providing services for children so young.

**School Readiness:** Laura Roberts indicated that the supplemental information had been submitted to the State Commission for review on the grant application. Also the Westwood FRC has recruited for a director, 7 applications were received, and interviews of qualified candidates will be held on May 15<sup>th</sup>.

**Oral Health Task Force:** The Oral Health Task Force has met with the project evaluator and is in the process of working out the details of their work plan for public education. Their next meeting will be on the 13<sup>th</sup> of May at the Barry Creek Meeting Center.

**Strategic Planning Work Day:** Update of the strategic plan will be done in an all day work shop on May 30, 2002 from 9:00 a.m. until 4:30 p.m. at the Barry Creek Meeting Center. Martha Saly, a consultant assisting with this project, is in the process of contacting all commissioners to be sure of their expectations for the event. It is intended to be a very packed agenda that day, which will be covered in a short period of time. After revisions to the plan are completed, the document will be reviewed by other groups throughout the county.

**Statement of Economic Interest:** Commissioners who had not completed and submitted their 700 form were reminded to do so quickly.

**AmeriCorps/Home Visiting Project:** The technical assistance representative was in Susanville on the 25<sup>th</sup> of April for a site visit. The meeting was attended by Public Health, a fiscal representative from Public Health, Barbara Tiner from ComPAC, Laura Roberts, and Mr. Bill Donaldson from the Child Abuse Prevention Council in Sacramento. Many questions were answered about the use of AmeriCorps and VISTA positions in the development of the home visiting program. Further training is to occur on May 6 and 7 regarding VISTA, and on June 13 and 14 regarding AmeriCorps.

**New Parent Kits:** Many kits have been distributed through Mountain Valleys Health Centers in Bieber, Northeastern Rural Health, WIC, Public Health, and Lassen Indian Health Home Visiting Project. The evaluation forms are being completed by the kit recipients. The incentive is helping with this.

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**Board of Supervisors Report:** Laura Roberts stated that a presentation to the Board of Supervisors to update them on progress has been requested. It was indicated that the report will contain a request for funding as well. The date set for the report is May 21, 2002, at 10:00 a.m. Commissioners indicated that Laura should go ahead and present the report, but that as many Commissioners as could attend, would do so.

**Regional Oral Health Project:** The final focus of the regional oral health project has been identified as case management, training for dentists and hygienists to work with children, a public awareness and education campaign, and facility expansion and recruitment of additional dentists. The process of implementing these priorities is now the focus of the regional oral health project participants.

8. **Open Comment:** Yvonne O'Neill stated that she is taking a one year leave of absence from the School and from the Commission. Since there was no provision in the Bylaws for a Commissioner to take a leave of absence from Commission duties, it was felt that she should reapply for membership when she returned to the area, and when a vacancy occurred.
9. **Next Meeting Date:** The next regular meeting will be held at the Barry Creek Meeting Center on June 6<sup>th</sup>, 2002. The Strategic Plan Review meeting is to be held at the same location on May 30, 2002.
10. **Adjournment:** The meeting was adjourned at 4:10 p.m.

Respectfully Submitted,

Laura J. Roberts  
Executive Director